

**INSTRUCTIONS FOR COMPLETING CIRCUIT COURT
JUVENILE DIVISION: FINS COVER SHEET (Page 1 of 3)**

The Juvenile reporting form and the information contained herein is intended for statistical purposes only. It shall not be admissible as evidence in any court proceeding or replace or supplement the filing and service of pleadings, orders, or other papers as required by law or Supreme Court Rule. *Authority: Supreme Court Administrative Order Number 8.*

FILING INFORMATION

The filing information must be filled out by the attorney or pro se litigant filing the petition. The clerk shall not accept the petition unless accompanied by this reporting form.

Line 1: Fill in the blank for the County where the petition is being filed and the Judicial District. The Clerk will assign you the case number to fill in that blank.

Line 2: Fill in the blanks for the Judge's name and the appropriate division, if applicable. In a multi-judge county the clerk can tell you the judge and the division. The filing date is the month, day, and year you are filing this petition.

Line 3: If the petition is a new petition, check original and go to next line. If the petition is from a transfer, check the appropriate box indicating type of transfer and enter the transfer date.

Line 4: Enter the juvenile's name as listed in the petition and enter juvenile's birthday including the month, date, and year.

Line 5: Enter the juvenile's social security number and check the appropriate box for the juvenile's sex and race.

Line 6: Check the box that best describes the juvenile's school status.

Line 7: Indicate any reference to pending cases by inserting the judge's name and case number.

THE CLERK OR DEPUTY CLERK SHALL FORWARD A COPY OF THE FILING INFORMATION ON THE REPORTING FORM TO THE AOC.

DISPOSITION INFORMATION

The person designated by the Juvenile Division Judge shall forward a copy of the completed reporting form when the adjudication/disposition order is entered to the Clerk. The Clerk or Deputy Clerk shall not enter the order unless the information is completed and he/she shall sign at the bottom. A signature stamp will suffice. The Clerk enters the date of the disposition. The Clerk shall retain the original reporting form in the case file and shall send a copy of the completed form to the Administrative Office of the Courts in a weekly mailing.

Attorney Information: If the juvenile has an attorney, fill in the blank with the attorney's name and check the box indicating the manner in which the juvenile received counsel.

Custody Information: This section is only for instances when a juvenile was taken into emergency custody. If there was no emergency removal, go to the adjudication/disposition section and write N/A in this section. If an emergency removal occurred, check the box that describes under what authority the juvenile was taken into emergency custody. Enter the emergency petition filing date including the month, day, and year. Check the appropriate box that indicates where the child was placed during the emergency custody period. Check the appropriate box if an Ex Parte Emergency Order was issued and enter the date the order was issued including the month, day, and year.

Emergency Hearing: If no hearing write N/A in this section and go to the Adjudication/Disposition section. If the juvenile was removed from home on an Ex Parte Emergency Petition, enter the date of the emergency hearing. Check the appropriate box for the type of hearing. For the purposes of this form. A "Bench Hearing" is a hearing in which a judge determines the issues of facts and law in a case and a "Plea Hearing" is a hearing where the defendant admits to the allegations in the petition. Enter the date that an order was issued as a result of the emergency hearing and check the appropriate box that best represents the court's order. Check the box if the child's attorney was present at the emergency hearing.

Adjudication/Disposition Hearing: Enter the date of the adjudication hearing. For the purposes of this form, a "Bench Hearing" is a hearing in which a judge determines the issues of facts and law in a case and a "Plea Hearing" is a hearing where the defendant admits to the allegations in the petition. Check the appropriate box indicating if the child's attorney was present at the hearing. Enter the date that an order was issued as a result of the hearing and check the appropriate box that indicates whether the juvenile was adjudicated FINS or whether the petition was dismissed. If the juvenile was adjudicated FINS, check appropriate box that best describes reason for adjudication.

Enter the date of the disposition hearing and order date only if different from adjudication/disposition dates. Check the appropriate box that best represents the court's disposition order. Check the appropriate box indicating if the child's attorney was present at the disposition hearing.

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Complete page two only if juvenile is placed in an out-of-home placement.

Review Hearing: Enter the date of the review hearing and the date the order was issued. Check the box to indicate if the child's attorney ad litem and the attorney for the parent/guardian were present at the review hearing. Check the box that best represents the court's order. Complete additional review hearing sections only if other review hearings are held.

Permanency Planning Hearing: Enter the date of the review hearing and the date the order was issued. Check the box to indicate if the child's attorney ad litem and the attorney for the parent/guardian were present at the hearing. Check the box that best represents the court's order.

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Additional Court Action: If the court orders any of the following in the juvenile case, please check the appropriate box and enter the hearing and order dates.

Date of Birth/SS #: Fill in the Date of Birth and Social Security Number for each party. Effective 10-98, Public Law 104-193 requires this information in all cases involving support.

Family Information: If the subject matter of the pleading you are filing involves custody, support, or other issue(s) regarding children of the plaintiff/defendant, write the name, date of birth, and Social Security Number of the children involved. Effective 10-98, Public Law 104-193 requires this information in all cases involving support. Add additional sheets if necessary.

Payee: Provide the address of the custodial parent or other person to whom support is paid.

Public Law 104-193 Information: Effective 10-98, Public Law 104-193 requires this information in all cases involving support. Place an "X" in each box that applies. Order of Protection information should identify the party(ies) being protected.